

## Section 2

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## CHAPTER ADVISOR INSTRUCTIONS

Successful STAR Events participants will have a strong chapter advisor to help them along the way. Although state STAR Events are managed by the state association, chapter advisors carry the responsibility of advising students in the selection of and preparation for events. Chapter advisors must work with their state advisors and state associations to assure all criteria are met.

Chapter advisor responsibilities include the following:

1. **Ensure student success by following state and national rules when entering events.**
2. Be sure students' dues have been submitted to the state office by the December 20 postmark deadline. Students who have not paid their dues by this date are not eligible to participate in regional or state STAR Events.
3. Help students avoid disqualification by checking their eligibility for the event(s) before advancing them to regional or state level competition.
4. Review STAR Events rules and procedures in detail with student participants. If there are questions or clarification is needed contact the state advisor.
5. Chapter advisors should ensure that identical presentations of the same project are not entered into STAR Events more than one year.
6. Be sure each member (*comprehensive* or *occupational*) participates in the same membership category as indicated by that member's name on the affiliation form.
7. For **state** STAR Events, use state membership regions (1-13) in STAR Events that request information about your region. Use national membership region (Central) when entering national STAR Events.
8. Information about state STAR Events participation is mailed to chapter advisors prior to state STAR Events. Advisors must provide the information to the participants. Advisors must return state STAR Events participation confirmation forms by the designated deadline. Failure to do so may result in disqualification.
9. Information about STAR Events participation at the National Leadership Meeting is provided to student participants, state advisors, and chapter advisors, and is posted on the national FCCLA web site, by national headquarters, in June. The information contains specific instructions concerning national event registration and participation. **Failure to follow these instructions may result in disqualification or point deductions.**
10. Participants are not allowed to distribute any materials to the evaluators unless the event rules specifically allow it. Evaluators are not allowed to keep any items given them by STAR Events participants.
11. If representing Missouri in STAR Events at the National Leadership Meeting, chapter advisors are encouraged to purchase the *National STAR Events Manual*.

## INTRA-CURRICULAR OPPORTUNITIES

Participation in STAR Events is an exciting, challenging, and fun experience. It provides opportunities for FCCLA members to share knowledge and hard work with others, and to be recognized for their accomplishments.

STAR Events strengthen the family and consumer sciences program by increasing student motivation and providing a framework for authentic learning experiences. As noted by the Secretary's Commission on Achieving Necessary Skills (SCANS) report, students need skills to enter the workforce as productive employees. The matrices (see pages 14-15) explain how STAR Events can help students develop and achieve those foundation skills.

STAR Events also complement the National Standards for Family and Consumer Sciences Education. A matrix showing these correlations can be found on page 16.

### **CHECKLIST FOR MISSOURI FCCLA ADVISORS**

This checklist is designed to assist the chapter advisor with local STAR Events management. Please read through this manual carefully and completely to ensure understanding of all requirements.

- ☐ 1. Distribute information about STAR Events to your members.
- ☐ 2. After the members have chosen their events, give them copies of all forms needed:
  - ☐ General Requirements page                      ☐ Event Information Page
  - ☐ Allowable Presentation Elements Page                      ☐ Participants Instruction Page
  - ☐ Pages for their Event                      ☐ Glossary
  - ☐ Student Checklist
- ☐ 3. To avoid disqualification, make sure students are eligible for the event they have chosen. Be sure each student is an affiliated member on the regional, state and national levels by the postmark deadline of December 20.
- ☐ 4. Ensure that the registration for regional STAR Events are sent in by the required deadlines. If participating in State STAR Events, complete participant confirmation forms by the required deadline.
- ☐ 5. After the students have completed their projects, go over all requirements with them and make sure all guidelines have been met.

Integration of STAR Events Into Your Classroom																
SCANS Competencies and STAR Events Accountability Matrix	Applied Technology	Career Investigation	Chapter Service Project	Chapter Showcase	Culinary Arts	Early Childhood	Entrepreneurship	Focus on Children	Hospitality	Illustrated Talk	Interpersonal Communications	Job Interview	National Programs in Action	Parliamentary Procedure	** FCCLA Knowledge	** Impromptu Speaking
<b>RESOURCES</b>																
Allocating Time	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
Allocating Money				●			●		●			●		●		
Allocating Facilities/Materials	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Allocating Human Resources			●	●	●		●	●	●		●	●	●	●		
<b>INTERPERSONAL SKILLS</b>																
Working on Teams		○	●	●	●		○	○			●		○	●		
Teaching	●		●	●	○	●	●	●	○	●	●		●	●		
Serving Customers			●	●	●	○		●	●		●					
Leading	○		○	●	○		○	●	●	○	●		○	●		
Negotiating		○	○	○	○			○	●		●		○	●		
Working with Diversity		○	●	●	●			●	●		●		○	●		
<b>INFORMATION</b>																
Acquiring/Evaluating Information	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Organizing/Maintaining Information	●	●	●	●	●	●	●	●	●	●	●	●	●	●	○	●
Interpreting/Communicating Information	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Using Computers to Process Information	○	○	○	○		○	○	○	○	○		○				
<b>SYSTEMS</b>																
Understanding Systems	●	●	●	●	●	●	●	●	●	○	●	●	●	●	○	○
Monitoring/Correcting Systems	●	○	●	●	●		○	●	●	○	●	○	●	●		
Designing/Improving Systems	●	●	●	●	●	○	●	●	●	○	●	○	●	●		
<b>TECHNOLOGY</b>																
Selecting Equipment	●	●	○	○	●	●	●	○	○			○	○			
Apply Technology to Tasks	●	●	○	○	●	○	○	○	○			○	○			
Maintaining/Troubleshooting	●	○	○	○	●		○	○	○							

**Key:**

A **closed** (●) means that use/development of that skill/competency is vital to success in that specific event.

An **open dot** (○) means that use/development of that skill is not directly addressed by the event rules, but is likely or expected to be used/developed depending on the nature of the project, materials used and whether one is working in a team or as an individual.

An **open block** means that use of that skill/competency is not directly addressed by the event rules, but may still be used/developed, depending on the circumstances.

Integration of STAR Events Into Your Classroom																	
SCANS FOUNDATION SKILLS and STAR Events Accountability Matrix	Applied Technology	Career Investigation	Chapter Service Project	Chapter Showcase	Culinary Arts	Early Childhood	Entrepreneurship	Focus on Children	Hospitality	Illustrated Talk	Interpersonal Communications	Job Interview	National Programs in Action	Parliamentary Procedure	** FCCLA Knowledge	** Impromptu Speaking	
BASIC SKILLS																	
Reading	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Writing	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	
Speaking	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	
Listening	○	○	●	●	●	○	●	●	●	○	●	●	○	●			
Mathematics	○			●	●	○	●		●			●		●			
THINKING SKILLS																	
Thinking Creatively	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	
Making Decisions	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Solving Problems	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Visualizing	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	
Knowing How to Learn	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Reasoning	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
PERSONAL QUALITIES																	
Individual Responsibility	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Self-Esteem	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Sociability		○	○	○	●	○	○	●	●		●	●	○	●		○	
Self-Management	●	●	○	○	●	●	○	○	●	●	○	●	○	●	●	●	
Honesty/Integrity	○	○	○	○	●	○	○	○	●	○	●	●	○	○	●	●	

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An **open block** means that use of that skill/competency is not directly addressed by the event rules, but may still be used/developed, depending on the circumstances.

Integration of STAR Events Into Your Classroom																				
National Standards for Family and Consumer Sciences and STAR Events Matrix	Applied Technology	Career Investigation	Chapter Service Project	Chapter Showcase	Culinary Arts	Early Childhood	Entrepreneurship	Focus on Children	Hospitality	Illustrated Talk	Interpersonal Communications	Job Interview	National Programs in Action	Parliamentary Procedure	** FCCCLA Knowledge	** Impromptu Speaking				
1.0 Career, Community and Family Connections	●	●	●	○	○	●	○	●	●	○	○	●	●	●	○	●				
2.0 Consumer and Family Resources	●	○	●	●	●	●	●	●	●	●	●	●	●	●	●					
3.0 Consumer Services	○	○	○				○		●			○	○							
4.0 Early Childhood, Education and Services		○	○			●	○	●			○	○	○							
5.0 Facilities Management and Maintenance	○	○					○		●		○	○	○							
6.0 Family							○	○			○	○	○						●	
7.0 Family and Community Services	○	○	○				○	○		○	○	○	○							
8.0 Food Production and Services	○	○			●		○		○		○	○	○							
9.0 Food Science, Dietetics and Nutrition	○	○			●		○		○	○	○	○	○							
10.0 Hospitality, Tourism and Recreation	○	○					○		●	○	○	○	○							
11.0 Housing, Interiors and Furnishings	○	○	○				○		○	○	○	○	○							
12.0 Human Development			○			●		●	○	○	○		○							
13.0 Interpersonal Relationships	○		○	○	●	●		●	●	○	●		○	●	○	●				
14.0 Nutrition and Wellness			○					○	○	○			○							
15.0 Parenting			○			○		○		○	○		○							
16.0 Textiles and Apparel	○	○					○		○	○		○	○							

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## PARTICIPANT INSTRUCTIONS

Participating in STAR Events is an exciting, fun and challenging experience. It provides opportunities for you to share your knowledge and hard work with others and recognizes you for your accomplishments. The instructions below will help you prepare for regional and state STAR Events competition.

1. Read the Missouri STAR Events manual thoroughly. It describes all event rules and evaluation criteria. **Rules and criteria are strictly enforced.**
2. You are required to be available during the entire time your event takes place. This includes the participant registration, orientation (if offered/required) and event participation. **Do not schedule other activities during these time periods.**
3. **You will receive your scheduled participation time at the STAR Events Participant Registration.** At the local/regional level, a democratic method is used to determine the schedule (drawing number, random assignment, etc.) At the state level, schedules are determined by a regional rotation. You will be notified by mail of the day your event will be scheduled, but you will not know the exact time until you get to the State Leadership Conference. **Changing schedules with other participants is not permitted.**
4. **You (or your advisor) must register during the time designated as STAR Events Participant Registration.** Failure to be present at your assigned registration time will result in point deductions. At registration you (or your advisor) will:
  - sign in;
  - receive your scheduled participation time and other important event information.

**Please note:** Regional STAR Events coordinators may require individual participants to sign in, or they may allow advisors to sign in for participants. Be sure to follow their specific instructions. State STAR Events participants' advisors will be responsible for registering STAR Events participants, picking up packets and distributing the information. National STAR Events participants must follow the registration instructions as cited in the *National FCCLA STAR Events Manual*.

5. You may participate in an Orientation Session, if one is offered at the regional level. Formal orientations are not being held at State STAR Events, with the exception of Culinary Arts. If held, during this session the lead consultant will:
  - review the general STAR Events schedule;
  - review participants' responsibilities;
  - describe and clarify the evaluation procedure;
  - describe and clarify the event schedule; and
  - describe and clarify exactly what will happen during your presentation time.

**Exception:** Culinary Arts participants are **required** to attend their event Orientation Session. Participants will receive information pertaining to the event setup and location.

**All rules apply even if the participant decides not to attend the Orientation Session. Missouri FCCLA does not assume responsibility for any problems resulting from participants who choose not to attend the Orientation Session or the informal question and answer session at state conference.**

6. Each STAR Event will have its own specific time schedule and sequence of activities. Read through the event rules for this information. Some general procedures to follow are:

- **Be at the event site during the designated time to set up.** Failure to follow this schedule will result in disqualification or point deductions.
  - Appear at the designated room 30 minutes prior to your participation time.
  - Be prepared for the evaluators to ask you questions after your presentation.
  - Evaluators will finish scoring your rating sheet and talk among themselves about your presentation.
  - After completing the rating sheet, evaluators will discuss strengths and areas for improvement of your presentation.
  - Spectators are not allowed to observe any portion of any STAR Event. Videotaping and/or audio recording of events is not allowed.
7. Supplies will not be available from the host institution or the STAR Events Information Center. *Audio* and/or *visual equipment* will be provided at regional and state STAR Events, as available. Participants should confirm this equipment prior to STAR Events. National STAR Events participants are responsible for making their own arrangements for *audio* and/or *visual equipment* and assume all costs for equipment rental.
  8. It is recommended that STAR Events participants attend the STAR Events Recognition Session. It is an opportunity for family, friends, and advisors to recognize your achievements and to share in your excitement as you receive your STAR Events medal.
  9. Questions regarding STAR Events will be handled at the STAR Events Information Center only.
  10. Participants are to maintain a *professional* appearance and attitude during all STAR Events activities.
  11. Participants are not allowed to distribute any materials to the evaluators unless the event rules specifically allow it. Evaluators are not allowed to keep any items given to them by STAR Events participants.
  12. **Participants are responsible for their own event materials.** Any items left behind are not the responsibility of the host institution and may be discarded.

### CHECKLIST FOR PARTICIPANTS:

- ☐ 1. Choose an event.
- ☐ 2. Read through the rules carefully.
- ☐ 3. Check all guidelines and Allowable Presentation Elements. (Does your event allow audio, *costumes*, *props*, etc.?)
- ☐ 4. Complete all parts of the project. (Oral presentation, *portfolio*, *display*, *manual*, etc.)
- ☐ 5. Be sure to read the glossary for more clarification of *italicized* words. (These definitions may include specific information that could relate directly to your event.)
- ☐ 6. Look over your event's rating sheet and point summary form, and double check that you have covered all necessary elements.
- ☐ 7. Go through all rules again with your advisor, to make sure you have completed everything that is required.
- ☐ 8. Practice going through your STAR Events many times to assure precision and quality. Have someone critique your materials and your performance and consider incorporating their suggestions.